

# Retention and Classification Report

**Agency:** Iron County (Utah). County Recorder (537)

Iron County Courthouse  
68 South 100 East, P.O. Box 506  
Parowan, UT 84761  
435-477-3375

**Records Officer** Carri Jeffries

17476	Court document record books
07064	Official records
13054	Record books

**AGENCY:** Iron County (Utah). County Recorder

**SERIES:** 17476

3

**TITLE:** Court document record books

**DATES:** 1889-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

County recorder's copy of probate and civil court records establishing title to real estate and other property. The volumes include only copies of decrees of distribution, record of sales, lis pendens (foreclosure suits), orders to quiet title, and other property documents filed for the record by the county recorder. The filing date and recorder's signature appear with each document often accompanied by the name of the party requesting the official recording of the document. Other documents within the same court cases are not recorded in these volumes as they would be in the court-created record books.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 20.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Iron County (Utah). County Recorder

**SERIES:** 17476

**TITLE:** Court document record books

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Iron County (Utah). County Recorder

**SERIES:** 7064

3

**TITLE:** Official records

**DATES:** 1974-

**ARRANGEMENT:** Numerical by book and page

**DESCRIPTION:**

The official record is a compilation of records kept by the county recorder. Beginning in 1916 records were registered together as well as in separate series. Contained in the official record are abstractor bonds, bills of sale, medical certification records, United States military discharges, affidavits, powers of attorney, list pending, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mini records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Iron County (Utah). County Recorder

**SERIES:** 7064

**TITLE:** Official records

(continued)

Digital image: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Iron County (Utah). County Recorder

**SERIES:** 13054

3

**TITLE:** Record books

**DATES:** 1924-

**ARRANGEMENT:** none

**DESCRIPTION:**

Includes optometry and dentistry certificates from 1910-1914.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Disposition based on research value of records which document licenses to practice as dentists, ophthalmologists or doctors in the State of Utah.

**AGENCY:** Iron County (Utah). County Recorder

**SERIES:** 13054

**TITLE:** Record books

(continued)

**PRIMARY CLASSIFICATION:**

Public